

EST FOR RECORDS RETENTION SCHEDULE
be Submitted to the Records Management Division
Hall of Records CommissionSCHEDULE
NO.

C-71

PAGE
NO.

1.

1. Requesting Agency

PRINCE GEORGE'S COUNTY

2. Division or Bureau of Requesting Agency

REGISTER OF WILLS

3. Authorization Requested (Check only one of the squares below).

A

☐ Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B

☒ Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C

☐ Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

1.

CORRESPONDENCE

Quantity: 3 cubic feet

Dates: 1895 - -

File Arrangement: By subject

Annual Accumulation: $\frac{1}{4}$ cubic foot

Disposable Amount: 2 cubic feet

Correspondence with individuals, attorneys, various State and County agencies, etc., concerned with the functions of the office. Correspondence relating to decedents is filed in the appropriate estate folders, which are retained permanently. The recommendation below applies only to correspondence not filed in the estate folders.

RECOMMENDATION: RETAIN FOR THREE YEARS; THEN REMOVE AND RETAIN PERMANENTLY RECORDS HAVING CONTINUING ADMINISTRATIVE AND LEGAL VALUE, AND DESTROY ALL OTHER MATERIAL.

2.

RECEIPTS

Quantity: 6 cubic feet

Dates: 1938 - -

File Arrangement: Chronological

Annual Accumulation: 1 cubic foot

Disposable Amount: 3 cubic feet

Audit: State

A pre-numbered printed form, bound in books, is used to receipt for any money received by the Register of Wills. The form is prepared in triplicate and the copies are distributed as follows:

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Signature

Register of Wills

Title

12/7/56

Date

Schedule Authorized as Indicated in Col. 6 by Hall of
Records Commission.Disposal Authorized as Indicated in Col. 6 by Board of
Public Works.

Date

Archivist

DEC 18 1956

Date

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE
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NO. **2.**

4.
Item
No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation
of Hall of Records
and Board of Public
Works.

1. Original - Payor
2. First Carbon - Filed in estate file or set aside if no related file exists
3. Second Carbon - Remains in receipt book

Each receipted transaction is recorded in the Cash Book, which is the permanent financial record of the Register's office. The recommendation below applies to all carbons not filed in estate folders.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

3. ADMINISTRATIVE ACCOUNTING RECORDS

Dates: 1922 - -
Quantity: 3 cubic feet
File Arrangement: Chronological
Annual Accumulation: $\frac{1}{2}$ cubic foot
Disposable Amount: 2 cubic feet
Audit: State

This item includes the following accounting records, used as supporting data to the final book of entry. The transactions which they concern are individually recorded in the Cash Book, which is the permanent financial record of the office.

Banking records, including canceled checks, bank statements, check books and stubs, deposit slips and bank books of the Register of Wills.

Copies of monthly and annual reports to the State Comptroller.

Paid invoices, bills, and receipts for office supplies and services connected with the operation of the office.

Correspondence with the State Comptroller and other State agencies regarding fiscal matters.

Copies of payrolls and supporting documents sent to the State Employees' Retirement System.

State Treasurer's Warrants.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY SECRETARY	WORKS
	